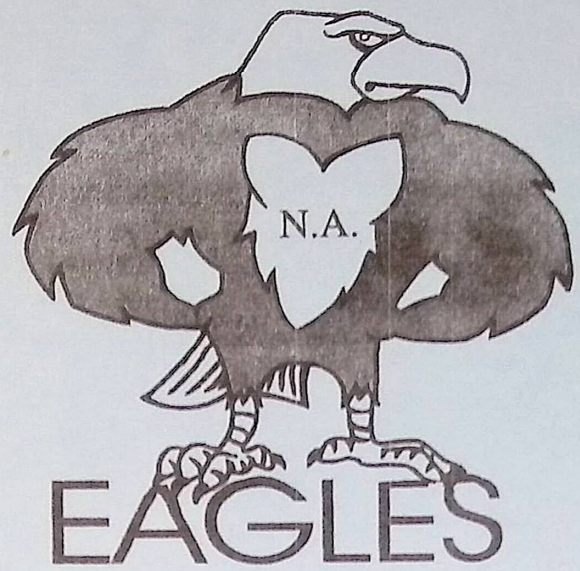


NEIL ARMSTRONG ELEMENTARY SCHOOL

PARENT / STUDENT HANDBOOK
212 S. PARKVIEW DRIVE
ELDRIDGE, IOWA
52748

2002/2003

285-8223

MR. CURTIS RHEINGANS
rheingans_curt@north-scott.k12.ia.us

TABLE OF CONTENTS

Facts about Neil Armstrong	Introduction
School Calendar	Page 1
Map of School	Page 2
Map of Park View	Page 3
Academic Program/Attendance/Absences	Page 4
Administration of Medication	Page 5 & 6
Care of School Property/Civil Rights Compliance	Page 7
Communicable Diseases/Dangerous Weapons	Page 8
Emergency Drills/Equal Educational Opportunity Field Trips	Page 9
Fines, Fees/Health & Immunization/Illness & Injury	Page 10
Interrogation of Students/Nonsexist Education	Page 11
Objection to Instructional Materials/Open Enrollment	Page 12
Performance/Release During School Hours	Page 13
Reporting Student Progress/Search & Seizure Student Appearance	Page 14
Student Conduct/Student Records	Page 15 & 16
Telephone Calls/Testing/Transfers In/Out of District	Page 17
Use of Bicycles/Weather	Page 18

SCHOOL SUPPLY LIST LOCATED IN BACK OF HANDBOOK

INTERNET-APPROPRIATE USE POLICY LOCATED BEHIND SUPPLY LIST

NEIL ARMSTRONG

July 24, 1969

Everyone had waited anxiously for this day to come. In the Pacific Ocean a rescue ship had been ready for hours.

Suddenly someone saw a spot in the sky. The Apollo 11 spacecraft came rushing toward the rescue crew. The waiting was over. People heard the words, "Splashdown! Apollo has splashdown!" commander Neil Armstrong and his crew had just returned from the moon!

On January 9, 1969, NASA announced the crew for the Apollo 11. The pilots were Edwin Adrian, Jr., Michael Collins and Neil Armstrong was named the commander.

On July 16, 1969, Commander Armstrong and his crew were ready to launch. After 10 years of preparation, the voyage to the moon had begun.

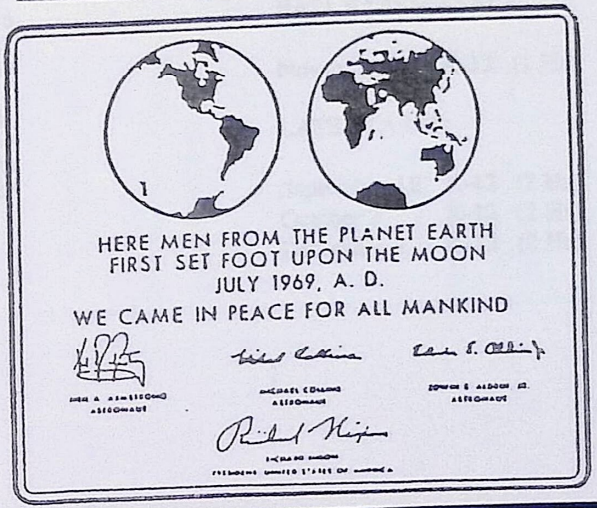
Neil Armstrong became the first human being to step onto the moon. "That's one small step for a man, one giant leap for mankind," he said. His words, broadcast over radio and TV to listeners and viewers the world over, would never be forgotten.

In 1970, a year after the historic flight to the moon, Armstrong resigned from NASA.

In 1971 Armstrong moved back to Ohio and taught aeronautical engineering at the University of Cincinnati until 1980.

After centuries of dreaming, human beings had at last reached the moon. Neil Armstrong, space pioneer had been part of that great adventure from the beginning. Our school was opened in the 1976-77 school year.

Welcome to Neil Armstrong School!



	M	T	W	T	F
July	1	2	3	(4)	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
August				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
September	(2)	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27*
	30				
October		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
November					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	(28)	(29)
December	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	(23)	(24)	(25)	(26)	(27)
	(30)	(31)			
January			(1)	(2)	(3)
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
February	3	4	5	6	7
	10	11	12	13	14
	(17)	18	19	20	21
	24	25	26	27	28*
March	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	(24)	(25)	(26)	(27)	(28)
	31				
April		1	2	3	4
	7	8	9	10	11
	14	15	16	17	(18)
	21	22	23	24	25
	28	29	30		
May				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	(26)	27	28	29	30
June	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				

2002-2003
SCHOOL CALENDAR
NORTH SCOTT COMMUNITY SCHOOL DISTRICT

July 1.....Fiscal Year Begins
July 4.....Holiday
July 29-August 21.....Band Instruction, Staff Development
August 5-9.....Registration
August 16.....New Teacher Orientation
August 19-21.....Teacher Inservice
August 22.....First Day of School
September 2.....No School K-12, Labor Day
September 18.....2 hr. Late Start, K-12
September 27.....Teacher Inservice
October 2.....2 hr. Late Start, K-12
October 25.....End of 1st Quarter (45 days)
October 28.....No School K-12, Teacher Inservice
October 29.....2nd Quarter Begins
November 8.....No School K-12, Conference Comp Day
November 27.....1 hr. Early Dismissal, K-12
November 28-29.....No School K-12, Thanksgiving Vacation
December 4.....2 hr. Late Start, K-12
December 23-January 3.....No School K-12, Winter Vacation
January 6.....School Resumes
January 15.....End of 2nd Quarter (45 days)
January 16.....3rd Quarter Begins
January 20.....No School K-12, Inservice Day
February 5.....2 hr. Late Start, K-12
February 17.....No School K-12, Winter Break Day
February 28.....Teacher Inservice
March 5.....2 hr. Late Start, K-12
March 21.....End of 3rd Quarter (44 days)
March 24-March 28.....No School K-12, Spring Vacation
March 31.....No School K-12, Inservice Day
April 1.....4th Quarter Begins
April 18.....Spring Vacation Day
April 21.....No School K-12, Conference Comp. Day
May 7.....2 hr. Late Start, K-12
May 26.....No School K-12, Memorial Day Vacation
June 5.....Last Day of 4th Quarter (46 days) 1 hr. Early Dismissal K-12
June 6.....Inservice Day
June 6, 9, 10.....Make-up Days
June 16-June 27.....Summer School (May vary due to make-up days)

The dates in circles are Holiday and Vacation periods.
The dates underlined represent inservice days.
* Pending funding

EARLY DISMISSALS:

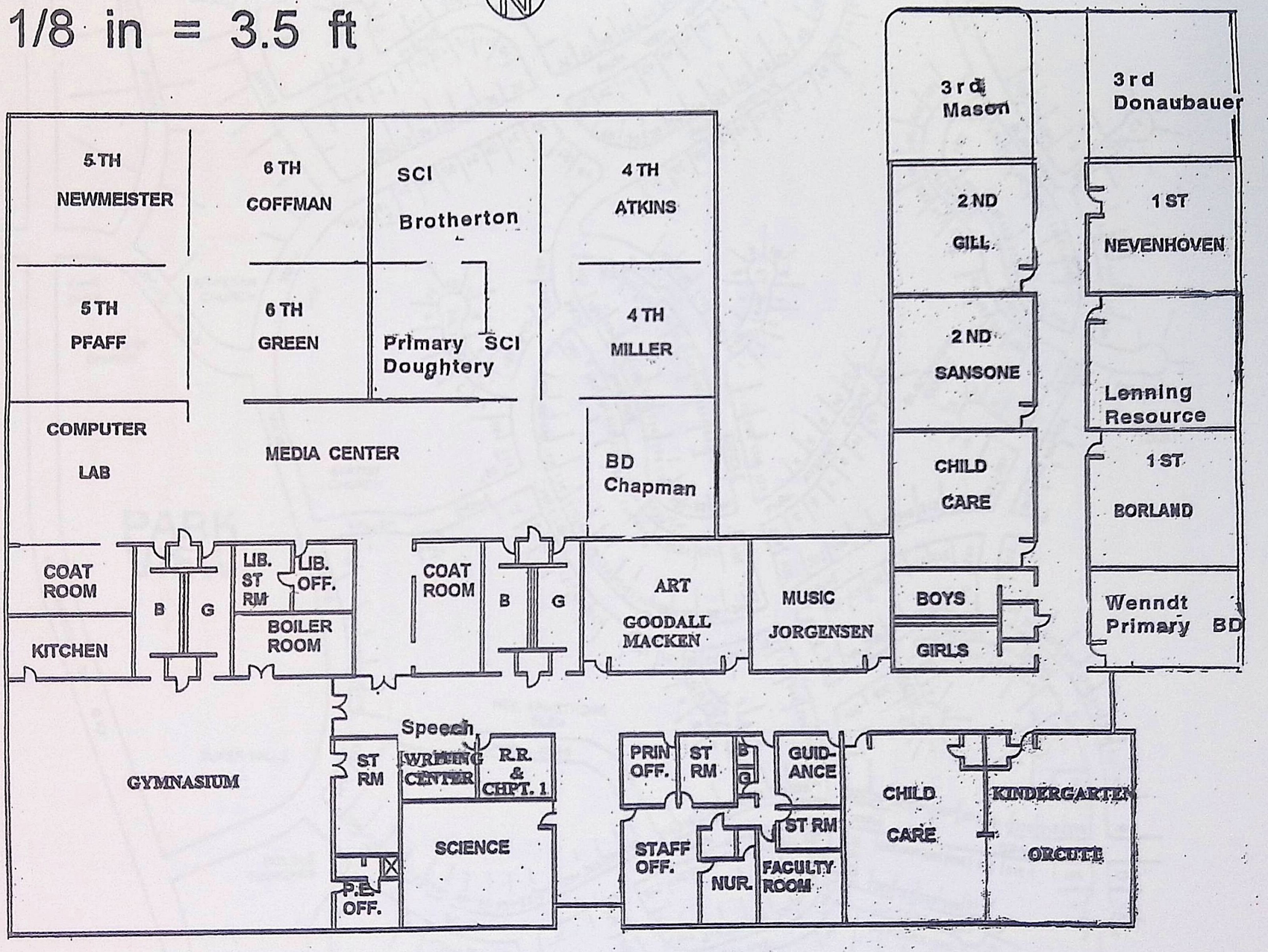
November 27	K-12	(1 Hr)	June 5	K-12	(1 Hr)

LATE STARTS:

September 18	K-12	(2 Hr)	February 5	K-12	(2 Hr)
October 2	K-12	(2 Hr)	March 5	K-12	(2 Hr)
December 4	K-12	(2 Hr)	May 7	K-12	(2 Hr)

NEIL ARMSTRONG

1/8 in = 3.5 ft



PARK VIEW
LINCOLN AVENUE
MANOR DRIVE
PARK AVENUE
PARK VIEW DRIVE
KIWK SHOP
GROVE ROAD
LUTHERAN CHURCH
METHODIST CHURCH
BAPTIST CHURCH
VALLEY DRIVE
HILLSIDE
SCHOOL ROAD
NEIL ARMSTRONG ELEM
SUPER VALUE
DOUBLE DIAMONDS
OLD US HIGHWAY 61
PARK LANE
CIRCLE
SOUTH
BLACKHAWK COURT
SHAWNEE COURT
CHEROKEE DRIVE
APACHE CT
CHEROKEE COURT
FOX TRAIL

ACADEMIC PROGRAM

Our academic program is highly structured and is highly structured and is designed to place stress on the development of the basic skill areas. Our program is planned and developed to meet the individual needs of the students.

The following services and programs are available to assist the staff and parents in providing the best educational program for each child:

1. **Media Specialist**
2. **Special Reading**
3. **Chapter I Reading and Math**
4. **Multi-Disabilities Resource**
5. **Nurse**
6. **Speech Clinician**
7. **Educational Psychologist**
8. **Talented and Gifted Resource Program (TAG)**

ATTENDANCE / ABSENCES

It is the educational philosophy of the North Scott Community School District that regular attendance by all students enrolled at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the board of Directors, the Administrators and the staff of the North Scott Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

Regular attendance at school is very important. Please help your child develop a commitment for school attendance and for getting to school on time. If it is necessary for your child to be absent, he/she will be required to bring a written excuse to the office upon their return. Please call the office (285-3125) in the morning to report an absence or the school nurse will be required to make contact at your home or work. PLEASE CALL THE OFFICE IF YOUR CHILD WILL BE ABSENT OR TARDY! We order hot lunch at 9 am.

ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. **The medication must be prescribed by a licensed medical or Osteopathic physician or dentist.**
2. **A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reaction of the pupil to the aforementioned medication.**
3. **The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.**
4. **The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.**
5. **The medicine shall be maintained in the original prescription container, which shall be labeled with**
   (a) **Name of pupil**
   (b) **Name of medication**

(c) Directions for use
(d) Name of physician or dentist
(e) Name and address of pharmacy
(f) Date of prescription

6. The medication while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his /her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the Administration of medication because of legislation passed in 1992, there are now restrictions as to which individuals may be required by the school district to administer any medication. See Iowa Code 1111111.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office which will be dispensing the aspirin. These over-the-counter medications must be in the original container (cannot give any medication that is not properly labeled). The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be

destroyed at the end of each school year.

The school has the discretion to refuse to issue certain over-the counter medications to students.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district, as well as being subject to additional discipline. In the discretion of the administration, such students may be turned over to local law enforcement officers.

CIVIL RIGHTS COMPLIANCE

It is the policy of the North Scott Community School District not to ~~the~~ discriminate on the basis of sex, race, national origin, creed, age, marital status or disability.

It is also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and to eliminate bias on the basis of sex, race ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist society.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgement in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified.

DANGEROUS WEAPONS

Federal and Iowa law require a mandatory expulsion for a minimum of one year for students who are found to have brought a dangerous weapon to school, or for the possession of a dangerous weapon at school. The superintendent shall have the authority to recommend that this expulsion requirement be modified on a case by case basis. A dangerous weapon is defined as a firearm, which includes guns and bombs.

Dangerous weapons are not allowed on school grounds or at school sponsored events. Dangerous weapons will be taken from students and others who bring them onto the school property. If a dangerous weapon is taken from a student, the parent of that student will be contacted. In the discretion of the administration, law enforcement may also be contacted. The student will be subject to further disciplinary action as per policy.

EMERGENCY DRILLS

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year.

EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination.

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

FINES, FEES, CHARGES

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

HEALTH AND IMMUNIZATION CERTIFICATES

Students, who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept in file at the building in which the child is attending.

Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In the event, ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. Every year parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and with 24 hours a "Preliminary Accident Report" will be filed in the principal's office.

INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES

Generally, students may not be interrogated during the school day by persons other than parents and school district officials and personnel.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgement as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students shall not be taken from school without the consent of the principal and without proper warrant.

MULTICULTURAL AND NONSEXIST EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of, and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to

society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances concerning equal educational opportunity should be handled as per board policy.

OBJECTION TO INSTRUCTIONAL MATERIALS

As per board policy

OPEN ENROLLMENT

The school district will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The board shall have complete discretion to determine the attendance center of the students attending the school district under open enrollment.

The board shall take action on the open enrollment request no later than March 1 in the school year proceeding the first year desired for open enrollment. The superintendent shall notify the sending school district within five days of the board's action to approve or deny the open enrollment request. The superintendent shall notify the parents within fifteen days of the board's action to approve or deny the open enrollment request. The superintendent shall also forward a copy of the board's action with a copy of the open enrollment request to the Department of Education.

Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment request into the school district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been

reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district shall be considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

PERFORMANCE

Students participating in contests or other public or private events on behalf of the school must obtain permission from the administration. Students who perform at such events shall be held at the same high standards of conduct that is expected of all students representing the school in an extracurricular activity.

RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents or school principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, classes off school grounds, and other reasons approved by the administration.

REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences: one at the end of the first quarter, and one at the end of the third quarter. Report cards are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time.

SEARCH AND SEIZURE

School authorities may without a search warrant, search a student, student lockers, desks, work areas, based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

STUDENT APPEARANCE

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility fort appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or charted buses; and while attending or engaging in school activities on or off school property.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student's records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude test, educational and vocational plan, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent of student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. **School officials, teachers, AEA personnel with a legitimate educational interest.**
2. **Officials of other schools in which the student proposes to enroll.**
3. **Representatives of state and local government when auditing and evaluating Federal Education programs.**
4. **Officials connected with a student's educational financial aid applications.**
5. **Government officials to whom information is to be reported under state law adopted prior to November 19, 1994.**
6. **Organizations, which process and evaluate, standardized tests.**
7. **Accrediting organizations for accrediting purposes.**
8. **Parents and legal guardians of dependent children, regardless of child's age.**
9. **Appropriate parties in a health or safety emergency.**

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION

ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET: STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESS, ARTWORK, OR WRITING.

Parents have the right to file a complaint alleging that the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C.

TELEPHONE CALLS

Students may use the school office phone for emergency calls after first obtaining permission from the child's teacher, from the secretary, or the principal. Students receiving calls will have a message forwarded to the students. Only in an emergency will the students be called to the phone All classrooms have telephones that are to be used at the teacher's discretion.

TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

TRANSFERS IN/OUT FOR THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. This includes age and immunization requirements. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school

district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination.

For students wishing to transfer out of the district before graduation, the student's parents should notify the administration in writing as soon as possible. The written notice should include the anticipated last date of attendance and the name and address of the school district to which the parent would like to have the student's records sent. After such notice is received, the student will receive instructions regarding the return of textbooks, library books, hot lunch tickets, etc. No refunds will be made until all fee or fines have been paid.

USE OF BICYCLES

Riding a bicycle to and from school is a privilege -- not a right. Students who fail to follow the rules set by the administration will have the privilege of bike riding removed, and may also be subject to additional discipline. Only students in grade two through six may ride their bicycles to school. Scooters and skateboards are not permitted.

WEATHER

The following stations are notified when there will be NO SCHOOL due to bad weather.

Television Stations:

WHBF	CHANNEL 4
KWQC	CHANNEL 6
WQAD	CHANNEL 8
KLJB	CHANNEL 18

Radio Stations:

WOC, KUUL, KMXG,
KCQQ, WHTS, KBOB
WXLP, KJOC, WVIK

SUPPLY LIST FOR KINDERGARTEN
2002/2003

Your child will need the following things the first week of Kindergarten:

1. **One long sleeve paint shirt with child's name on it. T-shirts do not work well, the paint soaks through.**

2. **Milk money-- subject to price increase.**

3. **Back pack with zipper to be carried each day with child's name on it.**

4. **$1.00 for classroom holiday parties.**

5. **1 box of kleenex**

KINDERGARTEN WILL HAVE MILK EVERY DAY AND SNACKS ON TUESDAY AND FRIDAYS. A LIST WILL GO HOME THE FIRST WEEK OF SCHOOL LISTING THE DATE FOR YOUR OPPORTUNITY. YOUR TURN WILL COME UP ABOUT THREE TIMES ALL YEAR.

THANK YOU,

MRS. ORCUTT

SUPPLY LIST FOR FIRST GRADE
2002/2003

1	family photo
1	box of markers (please write name on each pencil & sharpen pencils)
1	box of colored pencils
1	box of crayons
8	pencils (#2 lead preferred) please write name on each pencil and sharpen. Check with your child often for pencils are used rapidly.
1	eraser
1	pair scissors
1	glue
1	large box kleenex
1	clean gallon milk jug without the lid (do not write name on jug)

* A book bag to carry materials home each day
* A box to contain small items so they can carry supplies to art class
* Students will need white or non-marking athletic shoes for gym.
* Please send $1.00 for classroom holiday parties.
  Send any money in an envelope with your child's name on it. State what it is for and the amount enclosed.
* * Please write your child's name on all of the above items (even on each separate colored pencil and marker)

When ordering book club books MAKE THE CHECKS PAYABLE to The BOOK CLUB. DO NOT SEND CASH!
EXAMPLE: SEE SAW BOOK CLUB.

THANK YOU,

MRS. BORLAND
MRS. NEVENHOVEN

SUPPLY LIST FOR SECOND GRADE
2002/2003

BEGINNING OF YEAR ONLY

2 One gallon size ziplock bags
1 Box kleenex
2 Magazines with lots of pictures that can be cut out
* A recent picture of yourself

ALL YEAR

2 Pocket Folders
3 Spiral Notebooks, 81/2 X 11
1 Dozen pencils
2 Erasers
* Crayons, (Not markers)
* Glue
* Small notebook (3 1/2 X 5, approximately)
* Pencil Box - small enough to fit in a desk
* An empty cereal box
* Scissors
* Ruler

PLEASE MARK STUDENTS NAME ON ALL ITEMS IF POSSIBLE.

WHEN ORDERING BOOK CLUB BOOKS, PLEASE MAKE CHECKS PAYABLE TO THE BOOK CLUB. DO NOT SEND CASH!

STUDENTS WILL NEED WHITE OR NON-MARKING SOLE ATHLETIC SHOES FOR GYM.

THANK YOU,

MRS. GILL
MRS. SANSONE

SUPPLY LIST FOR THIRD GRADE
2002/2003

* Scissors
* Crayons or magic markers
* Eraser
* Box of kleenex
* Ruler with Metric Measurements
* Pencils/crayons
4 Spiral notebooks (8 1/2 X 11)
3 Pocket folders
* Plastic zipper storage bag (can be a zip lock bag) for pencils/crayons
* $1.00 for classroom holiday parties
* Gym shoes with white soles or non-marking athletic shoes.
* White wide-lined paper
* #2 Pencils
* Glue
* Colored pencils

PLEASE NO BOXES,BINDER NOTEBOOKS OR TRAPPER KEEPERS, AS THE DESKS ARE SMALL.

WHEN ORDERING BOOK CLUB BOOKS, PLEASE MAKE CHECK PAYABLE TO THE BOOK CLUB. <u>DO NOT SEND CASH.</u>

*PLEASE SEND ANY MONEY IN AN ENVELOPE WITH YOUR CHILD'S NAME ON IT. STATE WHAT IT IS FOR AND THE AMOUNT ENCLOSED.

PLEASE WRITE YOUR CHILD'S NAME ON ALL OF THE ABOVE ITEMS.

THANK YOU,

MRS. DONAUBAUER
MS. PUTMAN

SUPPLY LIST FOR FOURTH GRADE
2002/2003

4	Spiral notebooks
4	Pocket folders
3	Packages loose leaf wide-lined paper
1	Box of kleenex
1	Red pen
1	Blue pen
*	Pencil box
*	Eraser
*	Ruler with inches and centimeters
*	Glue
*	Solar powered calculator
*	Scissors
*	Pencils #2
*	Crayons, NOT markers
*	White sole gym shoes or non-marking athletic shoes for gym class

When ordering Book Club books, please make checks payable to the book Club. DO NOT SEND CASH.

Please write your child's name on all of the above items.

THANK YOU,

MR. ATKINS
MR. MILLER

SUPPLY LIST FOR FIFTH & SIXTH GRADE
2002/2003

2	Boxes of kleenex
4	#2 pencils (restock as necessary)
2	3 X 5 pack lines notecards
3	70 page or more spiral notebook (restock as necessary)
3	Book covers (6^{th} grade only)
10	Double pocket portfolios
*	Glue
*	Compass (6^{th} grade only)
*	Blue ink pens
*	Red ink pens
*	Ruler
*	Scissors
*	Eraser
*	Wide lines loose leaf paper
*	Protractor
*	Crayons/markers/colored pencils
*	Calculator (6^{th} grade, A must)
*	Highlighter
*	Music folder with paper
*	$1.00 party money

* Please have items on first day of school.

NO TRAPPER KEEPER'S KEPT AT SCHOOL!

WE SUGGEST THAT EACH CHILD BRING A BOX TO CONTAIN THEIR SMALL ITEMS.

EACH STUDENT WILL NEED WHITE SOLED OR NON-MARKING ATHLETIC SHOES FOR GYM CLASS.

MARK YOUR NAME ON ALL ITEMS

* WHEN ORDERING BOOK CLUB BOOKS, PLEASE MAKE CHECKS PAYABLE TO THE BOOK CLUB. <u>DO NOT SEND CASH!</u>

THANK YOU,

MRS. NEWMEISTER
MRS. PFAFF

MRS. COFFMAN
MRS. GREEN

ART SUPPLIES FOR GRADES 1, 2, 3

Paint Shirt

Pencil

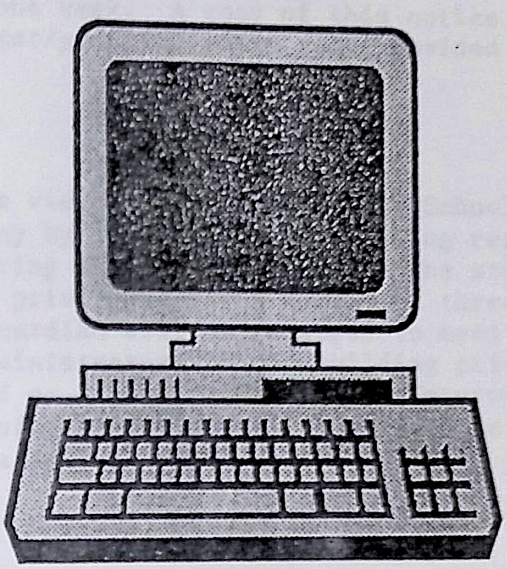
Scissors

White Glue

We Recycle:

Newspapers
Styrofoam Trays
Yarn
Fabric
Very Small Boxes
Tubes of Cardboard

North Scott Community Schools



Internet - Appropriate Use Policy

Code No. 605.5E3

INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: _____

Teacher: _____

Date: _____

Students who access restricted items on the Internet and/or violate the appropriate use guidelines shall be subject to the school's discipline policy or the following consequences:

____ First Infraction:

The above student has violated the North Scott Schools Internet Appropriate Use Policy by intentionally accessing restricted material or by violating the use guidelines. The student will lose Internet access for one week. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

____ Second Infraction:

The above student has violated the North Scott Schools Internet Appropriate Use Policy by intentionally accessing restricted material or by violating the use guidelines. The student shall forfeit all Internet privileges for a period of three weeks. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

____ Third Infraction:

The above student has violated the North Scott Schools Internet Appropriate Use Policy by intentionally accessing restricted material or by violating the use guidelines. The student shall forfeit all Internet privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated the following school year. A copy of this notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

Approved February 26, 1996 Reviewed March 10, 1997 Revised _____

NORTH SCOTT COMMUNITY SCHOOL BOARD OF DIRECTORS

INTERNET ACCESS PERMISSION NOTICE

The Internet can provide a vast collection of educational resources for students. It is a global network, making it impossible to control all of the information available. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate.

Although students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Consequently, some students might encounter information that may not be of educational value to them.

INTERNET ACCESS PERMISSION NOTICE

Your child has access to electronic communication known as the Internet. The Internet is a collection of interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the guidelines in the "Network Appropriate Use Guidelines" and the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.

- Students will respect all copyright and license agreements.

- Students will cite all quotes, references, and sources.

- Students will only remain on the system long enough to get needed information.

- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.

- Student access for electronic mail will be through the supervising teacher's account. In some cases students may have their own account. Students should adhere to the following guidelines:

    a. Others may be able to read or access the mail, so private messages should not be sent.
    b. Delete unwanted messages immediately.
    c. Use of objectionable language is prohibited.
    d. Always sign messages.
    e. Always acknowledge receipt of a document or file.

- In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

INTERNET APPROPRIATE USE GUIDELINES

12. Subscriptions to news groups and LISTS will only be initiated by teachers.

13. Mail from news groups and LISTS will be monitored daily by teachers and may be deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.

14. From time to time, the district will make determinations on whether specific uses of the Internet are consistent with the appropriate use practice.

15. In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

The district reserves the right to monitor fileserver space utilization by users.

Approved February 26, 1996 Reviewed March 10, 1997 Revised _____

INTERNET APPROPRIATE USE GUIDELINES

The use of the Internet is a privilege. As a user of the Internet, employees and students will be allowed to access other networks. Each network may have its own set of policies and procedures. Users should abide by the policies and procedures of these other networks. In addition, students and employees will follow the guidelines listed below:

1. All use of the Internet must be in support of education and research and consistent with the purpose of the district and all written policies.

2. Any use of the Internet for commercial or for-profit purposes is prohibited.

3. Extensive use of the Internet for personal and/or private business is prohibited.

4. Any use of the Internet for product advertisement or political lobbying is prohibited.

5. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.

6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Internet.

7. No use of the Internet shall serve to disrupt the use of the Internet by others; hardware or software shall not be destroyed, modified, or abused in any way.

8. Malicious use of the Internet (including hate mail, harassment, discriminatory remarks and other antisocial behaviors) or the development of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

9. The illegal installation of copyrighted software for use on district computers is prohibited.

10. Transmission or use of material, information, software, or virus in violation of any district policy, local, state or federal law is prohibited.

11. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area Internet is prohibited.

INTERNET - APPROPRIATE USE

D. Unauthorized Costs - Students and employees will be prohibited from making any unauthorized purchase via the Internet, and doing so may result in disciplinary action. A student who gains access to any service via the Internet which has a cost involved or incurs other types of costs will be responsible for those costs.

V. Student Violations - Consequences and Notifications

Students who violate this Internet Policy shall be subject to the individual school's discipline policy, the appropriate action described in board policy or regulations or the following consequences:

1. First Offense

   For the first violation during the school year, a verbal and written "Warning" notice will be issued to the student using the Internet Student Violation Form. The student will lose Internet access for one week. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

2. Second Offense

   On the second violation during the school year, a verbal and written Second Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of three weeks. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated.

3. Third Offense

   On the third violation during the school year, a verbal and written Third Infraction Notice will be issued to the student. A copy of the notice will be sent by mail to the student's parent/guardian and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year. The student and parent/guardian will be required to meet with the building Internet administrator and the building principal during the forfeiture period or access rights to the Internet will not be reinstated the following school year.

Approved February 26, 1996 Reviewed March 10, 1997 Revised _____

INTERNET - APPROPRIATE USE

3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.

4. In order to reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmission of material, information, software, or virus in violation of any board policy or regulation, local, state or federal law is prohibited.

6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.

7. The school district makes no guarantees as to the accuracy or appropriateness of information received on the Internet.

III. Use of Internet

A. Students will be granted access to the Internet only after receiving training in its use and guidelines. These guidelines will inform students of the appropriate use of the Internet and the consequences for violation of this policy and regulations. These guidelines will be made available to all parents as part of student handbooks.

B. Equal Opportunity - The Internet shall be available to all students within the district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

C. Restricted Material - Students shall not intentionally access or download any text file or picture, or engage in any conference that includes material which is pornographic, obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

INTERNET - APPROPRIATE USE

I. Responsibility for Internet

A. The authority for appropriate use of Internet resources is delegated to employees of the school system. For the purpose of this policy, Internet is defined as the following:

> Internet is a collection of interconnected computer networks. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

B. Training in the use of the Internet system will be available to employees who will then provide similar training to their students.

C. Employees and students will practice appropriate use of the Internet. School employees who misuse the Internet will be subject to disciplinary sanctions up to and including discharge. Students who misuse the Internet will be subject to disciplinary measures including, but not limited to, removal from the classroom, detention, suspension, probation and expulsion.

II. Internet Access

A. Access to the Internet is available to all employees and students as a source of information and a vehicle of communication.

B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students.

1. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.

2. It is a goal to allow employees and students access to the rich opportunities on the Internet, while protecting the rights of students and parents who choose not to risk exposure to questionable material.

Code No. 605.5

INTERNET - APPROPRIATE USE

Because technology is a vital part of the district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students and employees may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. The district believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. Student Internet records and access records are confidential records treated like other student records.

Employees and students will be instructed on the appropriate use of the Internet. Parents who object to their student utilizing the Internet may file a written request that their student be excused from the instruction. The superintendent shall have the final authority to determine the alternate activity or study. Students will be instructed and have access to the Internet Appropriate Use Guidelines. These guidelines will inform students of the appropriate use of the Internet and the consequences for violation of this policy and regulations. These guidelines will be made available to all parents as part of student handbooks.

Legal Reference: Iowa Code 279.8 (1995).

Cross Reference:
- 502 Student Rights and Responsibilities
- 506 Student Records
- 605.4 Media Centers

Approved February 26, 1996 Reviewed March 10, 1997 Revised _____

NORTH SCOTT COMMUNITY SCHOOL BOARD OF DIRECTORS